

Commonwealth of Virginia
Department of General Services
Division of Consolidated Laboratory Services
Richmond, Virginia

Anonymous Neck & Fingernails Kit Storage Notification Form

**ANONYMOUS NECK & FINGERNAILS KIT
STORAGE NOTIFICATION FORM
(PART A)**

Patient Name:
Health Care Facility Name:
Health Care Facility's Number:
Date of Exam:
Kit Number:

I _____ am requesting that the evidence collected during my Neck & Fingernails Kit (NFK) examination be stored by the Division of Consolidated Laboratory Services. At this time, I do not want to contact, give my name, or give my NFK to law enforcement.

I have read and understand the following:

A. The evidence collected during my examination will be stored in a sealed box by the Division of Consolidated Laboratory Services (DCLS).

- The outside of the sealed envelope will be labeled with a unique Kit Number (listed on the top right of this form) and my name will not be visible on the outside of the envelope.
- DCLS will hold my NFK for at least two (2) years.
- DCLS will not release my name or my NFK to law enforcement unless I make a police report.
- After two (2) years, DCLS can destroy my NFK without contacting me.
- I may request DCLS to store my NFK for an additional ten (10) years by contacting the DCLS Evidence Custodian at (804) 648-4480 ext. 102 or 348 and submitting a written objection to the destruction of my NFK that includes the NFK number found at the top right of this form.
- DCLS may destroy my NFK after the initial two-year storage period or any additional ten-year storage period without contacting me.

B. If I decide to make a police report, I should call the following law enforcement agency.

Law enforcement agency: _____

Phone number: _____

By signing below, I acknowledge that I understand the information above and that DCLS may destroy my NFK after two (2) years has passed unless I make a report to law enforcement or submit my written objection to having my NFK destroyed before the end of the two (2) year storage period.

Patient's Signature

Date

Health Care Provider's Signature

**ANONYMOUS NECK & FINGERNAILS KIT
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(PART B)**

Why is it helpful to make a report to the police now?

- a. The police can talk with you about what happened and see if there is any other evidence from the crime scene(s) and from the suspect(s).
- b. The police can talk to possible witness(es).
- c. The police will get the NFK, and it will be tested for DNA. This may help the police with their case.
- d. The police may be able to help you with any safety concerns you may have.
- e. The Virginia Victims Fund (VVF) may be able to help you with any crime-related costs. VVF may be contacted at (800) 552-4007 or at info@virginiavictimsfund.org.

Why waiting to make a report to the police can make it harder to prosecute the person(s) who assaulted you:

- a. Evidence that could help with the police investigation may be lost forever, including trace DNA.
- b. The police will not be able to talk to the suspect(s) or the witness(es), who may not be available or located at a later time.
- c. It may be harder to investigate and prosecute the case if you wait to make a police report.

If you need help or want to talk with someone, please call the Virginia Family Violence and Sexual Assault Hotline at (800) 838-8238 (V/TTY). Hotline staff are available 24 hours a day.